

JOB DESCRIPTION

TITLE: Manager

SYSTEM: Upper Souris Water District (District)

REPORTS TO: District Board of Directors

DATE APPROVED: April 26, 2023

GENERAL FUNCTIONS:

The function of the District general manager shall be to manage the affairs of the District in accordance with the viewpoints, objectives and policies of the Board of Directors and of the bylaws and articles of the District, including, without limitations, to advise and assist the Board in the formulation of objectives and policies that will assure effective operation of the District including the development of a sense of ownership and responsibility for the District amongst members and to develop with and amongst the public an understanding and acceptance of the District's viewpoints and objectives, keeping in mind that the primary purpose of the District is to provide high quality, dependable and adequate supply of water to the members at the lowest possible cost, consistent with sound economy and good management principles.

The manager shall keep the Board adequately informed relative to the day-to-day activities of the District and informed to a degree that the Board may determine adequacy, effectiveness and conformity to established and existing policies, objectives, and budgets.

The manager shall also be responsible for the general maintenance and day to day operation of the system.

The manager will be required to drive the District truck to and from work in case of any after hour call outs.

The manager will be responsible for pay increases for all office personnel and operators.

SPECIFIC DUTIES:

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| 0 | A. To be on call for the District and its members 24 hour a day, 7 days a week, to take care of customer's water service problems, including the repair of meters and other equipment, the fixing of leaks including leaks on transmission and distribution lines, and to check out complaints about water quality and water service. The manager shall keep a daily log of all work done and inventory used in carrying out this specific duty; to handle all customer relations and to deal with customer complaints. |
| 5 | B. To check all reservoirs and booster stations to record flows and water for abnormal flows and to do normal maintenance at all reservoirs and booster |

stations and to have and keep a record of reservoir levels and chemical analysis of water including the collection of bacteria samples, copper & lead samples and other samples for the ND State Health Department.

45 C. To meet with potential customers to work out routing procedures and estimated costs for new services, to work on easement locations and scheduling of contractors and other work necessary to install new services, and when necessary to hire qualified contractors for excavating, electrical and plumbing work needed to be done on the system, either for repairs or installation of new equipment.

45 D. To oversee the management of the rural water office, including preparation of all reports necessary for the monthly Board of Director's meeting, including budget reports, accounts receivable and payable reports and other documentation which may assist the Board of Directors at such meeting. The manager shall prepare or oversee the preparation of such reports, receipts, disbursements and cash balances as are needed to constantly keep the Board informed of its financial position including analysis of annual and monthly financial and operating reports.

5 E. To review on an annual basis the auditor's financial report with the Board of Directors and to work with the Board in preparing for the annual meeting and to determine any changes in policy or in the bylaws as may be necessary for recommendation to the general membership at the annual meeting.

EDUCATION, EXPERIENCE AND/OR SPECIAL SKILLS:

The manager will be required to have a Class 2 Distribution license or higher, college level education in business administration or equivalent experience, together with a working knowledge of the mechanics and hydraulics of water distribution systems. A water and sewer installation license and certification by the North Dakota State Health Department as a water distribution system operator is required.

COMPLEXITY OF TASKS:

- Perform service inspections on customer systems, to travel to and inspect the distribution and transmission lines and facilities of the District.
- A variety of contacts with customers and District personnel.
- Operate company vehicle in a safe manner including the transportation of equipment, pipe and other items.
- On occasion repair pipes and valves in excavated ditches.
- Occasional use of hand and power tools and of equipment, including shovels, picks and other similar equipment.

- Perform miscellaneous maintenance tasks required to keep the system operating.
- On occasion can be expected to enter confined spaces, including underground manholes and reservoirs to inspect lines and other facilities, to enter customers' residences, including meter pits to inspect meters and service lines.

PHYSICAL REQUIREMENTS:

The position requires continuous contact with customer and District employees at all levels; communicating in both written and oral form; travel in a variety of transportation modes to various sites such as customer residences, and rural location of District facilities and to attend state and other meetings. Periodic loading and lifting of special equipment and tools are required, including pipe and other District inventory. Entrance into confined spaces including manholes and reservoirs or similar areas will be occasionally required.